



University
of Victoria

Continuing
Studies

English Language Centre | Application Forms and Guidelines 2015–2016

www.uvcs.uvic.ca/elc/apply



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Application Information and Forms | English Language Centre 2015–2016

ADMISSION REQUIREMENTS

You must:

- be 18 years of age or older by the first day of the program
- meet Canadian visa requirements while they are in Canada
- buy medical insurance for the duration of the program
- read, understand and abide by the program guidelines
- have a *basic knowledge* of English and have successfully completed the appropriate online test:
- Entry tests: www.uvcs.uvic.ca/elc/apply/entry/

HOW TO APPLY

1. Select your program(s) on the **Program Selection** list on page 4.
2. Complete and sign the **Program Application** form on pages 3 and 4 and the **Homestay Application** form on pages 5 and 6 if applicable.
3. Complete the **Payment Information** form on page 7 to submit the following **non-refundable** fees with your application:
 - Application Fee: \$150 (paid only once, even if you register for more than one program)
 - Deposit: \$350 per program (part of the tuition fee, not an additional cost)
 - UVic Homestay Application Fee (if applicable): \$250
4. Send ALL completed forms to the UVic English Language Centre:

MAIL:
 English Language Centre
 Division of Continuing Studies
 University of Victoria
 PO Box 1700 STN CSC
 Victoria BC V8W 2Y2 Canada

COURIER:
 English Language Centre
 Division of Continuing Studies
 Continuing Studies Building
 3800 Finnerty Road (Ring Road)
 Victoria BC V8P 5C2 Canada

EMAIL: elcreg@uvcs.uvic.ca
FAX: 1-250-721-8774
ONLINE: www.uvcs.uvic.ca/elc/apply

Please note: Application does not guarantee admission. Apply for programs early, as space is limited.

AFTER YOU APPLY

- You will receive a Letter of Acceptance by email and by air mail once we have processed your completed application. If you require these documents to be sent by courier (FedEx), make this request on the **Payment Information** form on page 7. A \$65 courier fee will apply.
- Please wait for your Letter of Acceptance before making travel arrangements.
- The balance owing must be paid in full at least five weeks before the program start date. If full payment is not received five weeks before that date, your registration may be cancelled. Students are not permitted to attend class until their fees are paid in full. There is a late payment charge of \$100 if fees are received after the payment deadline date.
- Contact the Canadian Embassy or Consulate in your country to determine if you require a Study Permit or Temporary Resident Visa.

PROGRAM POLICIES

Refund Policy

- The application fee, deposits and homestay application fee are non-refundable.
- No refund of tuition is possible after the program start date.
- Tuition and dormitory accommodation fees are refundable, less application fees and deposit(s), for registrations cancelled before the program start date.
- If the Canadian Embassy rejects your application for a visa, we will refund your \$350 deposit, minus courier charges. You must inform us before the program starts. Copies of documentation from the Embassy will be required.
- Students may receive a partial refund if they produce a doctor's note stating they are too ill to continue studying for the remainder of the program.

Transfer Policy

- If your visa is denied and you wish to transfer your \$350 deposit to a future program, a non-refundable \$100 transfer fee is charged per program. You must notify us in writing of your transfer request before the program starts. You have one month from the cancellation date to transfer to another program.
- Students are only permitted to transfer to future programs once. If your visa is denied a second time and you wish to register for a future program, you will need to submit a new application with another deposit and application fee.
- Students already in Canada cannot transfer fees between programs unless there is an emergency situation where students must return home. In these

cases, students must provide the English Language Centre with a doctor's note and proof of a return air ticket to their home country in order to transfer fees to a future program. There is an additional \$100 transfer fee and the transfer must be approved by the Director.

Program Change / Cancellation Policy

- The English Language Centre reserves the right to make changes in fees, schedules, and courses without notice, and to cancel courses if enrollment is insufficient.
- If a program is cancelled or rescheduled, the liability of the English Language Centre is limited to a refund of the program fee or transfer to another program.
- The English Language Centre reserves the right to establish special regulations for admission to non-degree programs or courses.

The relevant law for all matters concerning programs shall be the law of the Province of British Columbia, Canada. The English Language Centre collects personal information on its form pursuant to the University Act, RSBC 1996, c.468 and section 26 of the Freedom of Information and Protection of Privacy Act. The information you provide is used for the purposes of admission, registration, and other decisions relating to your program. For details on how the information is used, contact the English Language Centre or read UVic Policy 4400, Access to Student Records: <http://registrar.uvic.ca/home/documents/access.html>.



Program Application | English Language Centre 2015–2016

PERSONAL INFORMATION

Family Name _____ First Name _____

Gender: Female Male Country of Citizenship _____

Date of Birth: _____
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Attention: The address below will be included on the your Letter of Acceptance.

Address _____

City _____ Province/State/Prefecture _____

Country _____ Postal/Zip Code _____

Phone: Country Code: _____ Area Code: _____ Phone Number: _____

Student Email _____

Would you like to stay informed about new courses, programs, special offers and events? If you do not check this box, you will still receive communications relating to the administration of your Continuing Studies course or program. **Yes, I would like to receive this information by email.**

AGENT INFORMATION

Name of Agency _____

Agency Branch _____ Contact name _____

Address _____

City _____ Province/State/Prefecture _____

Country _____ Postal/Zip Code _____

Phone: Country Code: _____ Area Code: _____ Phone Number: _____

Agent Email _____

UNIVERSITY INFORMATION

Do you attend a university? Yes No If yes, which one? _____

CURRENT LEVEL OF ENGLISH

Have you ever taken a recognized English proficiency exam before? Yes No

If yes, please include your most recent score(s): TOEFL _____ IELTS _____ Section Scores _____

Please note: All students are required to complete a placement test at the ELC and will be placed in a class according to the test results. Students with an IELTS score of 6.0 (minimum of 5.5 in each skill area) or an iBT TOEFL score of 79 (minimum of 17 in each skill section) will be automatically placed in the UAP level of the 12-week program. An original copy of the test score will be required.

PERSONAL INFORMATION

Family Name _____ First Name _____

PROGRAM SELECTION

	Duration	Tuition and Activities	Accommodation and Meals
12-Week Intensive English Programs (ELPI)			
<input type="checkbox"/> January 5–April 1	12 weeks	\$3,700	H \$850/month
<input type="checkbox"/> April 13–July 8	12 weeks	\$3,700	H \$850/month
<input type="checkbox"/> September 14–December 9	12 weeks	\$3,700	H \$850/month
<input type="checkbox"/> January 4–March 30, 2016	12 weeks	\$3,700	H \$850/month

9-Week Summer Academic Intensive Program (ELAI)

<input type="checkbox"/> July 6–September 10	9 weeks	\$3,450	H \$850/month
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This program offers an academic “bridge” between the spring and fall 12-week programs (above)

Monthly Language and Culture Programs

<input type="checkbox"/> January 5–30	4 weeks	\$1,600	H \$850/month
<input type="checkbox"/> February 2–27	4 weeks	\$1,600	H \$850/month
<input type="checkbox"/> March 2–27	4 weeks	\$1,600	H \$850/month
<input type="checkbox"/> April 7*–May 15	6 weeks	\$2,000	H \$1,130
<input type="checkbox"/> May 25–June 26	5 weeks	\$2,000	H \$934
<input type="checkbox"/> July 6–31	4 weeks	\$1,600	D \$1,448
<input type="checkbox"/> July 6–31 “Business Boost”	4 weeks	\$2,150	D \$1,448
<input type="checkbox"/> July 13–August 21	6 weeks	\$2,400	D \$1,905
<input type="checkbox"/> August 4*–28	4 weeks	\$1,600	D \$1,448
<input type="checkbox"/> August 10–28	3 weeks	\$1,400	D \$1,027
<input type="checkbox"/> August 31–September 25	4 weeks	\$1,600	H \$850/month
<input type="checkbox"/> September 28–October 23	4 weeks	\$1,600	H \$850/month
<input type="checkbox"/> October 26–November 20	4 weeks	\$1,600	H \$850/month
<input type="checkbox"/> November 23–December 18, 2016	4 weeks	\$1,600	H \$850/month

Special Purpose Programs

<input type="checkbox"/> UAP and Canadian Studies: August 4*–28	4 weeks	\$3,200	H \$850/D \$1,448
<input type="checkbox"/> TOEIC / <input type="checkbox"/> IELTS Preparation	9 weeks	\$675	n/a

*This program begins on Tuesday due to a public holiday on Monday.

H = Homestay
D = Dormitory

Additional program notes _____

ACCOMMODATION SELECTION

- YES – I require Homestay Accommodation and Meals for the program(s) selected above.
- You must submit a completed Homestay application (on pages 5 and 6) and a \$250 Homestay application fee.
 - The monthly Homestay Fee is payable directly to your host family, not the ELC.
- YES – For the July and/or August Monthly Language and Culture program selected above I require Dormitory Accommodation and Meals.
- The Dormitory Accommodation fee must be paid directly to the English Language Centre five weeks before the program begins.
- NO – I do not require accommodation. I will make my own arrangements.

PROGRAM AGREEMENT – by signing below, I agree to the following terms and conditions:

- ✓ I agree that the information provided to the University of Victoria on this form is accurate.
- ✓ I have read and understood the Admission Requirements on page 2 and have completed an online English test as required.
- ✓ I have read and understood the Refund, Transfer, Program Change and Cancellation Policies on page 2.
- ✓ I understand that I will not be permitted to attend class until my fees are paid in full.
- ✓ I understand that photography / video is taken during ELC program activities. Images may be used for future ELC / UVic promotional materials (including print, online and social media). If you would not like to be photographed or filmed, please step out of the frame of the camera.

Signature of Applicant _____ Date: _____

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Homestay Application | English Language Centre 2015–2016

Please answer all the questions. Incomplete forms will not be accepted.

CONTACT INFORMATION

Family Name _____ First Name _____

Gender: Female Male Native Language _____

Country of Citizenship _____ Date of Birth: _____

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Student Email _____ All Homestay information will be sent to this address.

You will receive a detailed Homestay package by email approximately two weeks before your program start date.

Address _____

City _____ Province/State/Prefecture _____

Country _____ Postal/Zip Code _____

Phone: Country Code: _____ Area Code: _____ Phone Number: _____

Are you using an educational agent? Yes No If yes, what is the Agency's name _____

Contact name _____ Agent Email _____

PERSONAL INFORMATION

1. Do you smoke? Yes No

2. In Canada, many host families have pet animals in their homes.

Do you have allergies to cats? Yes No Do you have allergies to dogs? Yes No

Comments? _____

3. Do you have any allergies (to drugs, food or plants, for example)? Yes No

If yes, please describe: _____

4. Do you have any physical disabilities or health issues? Yes No

If yes, please describe: _____

5. Are there any foods that you do not eat? Yes No

If yes, please describe: _____

6. Would you prefer a family with: Children No children No preference

7. What are your hobbies/interests? _____

It is important that you are matched with a host who has similar expectations to yours. For example, some students would like to be very involved with their host family. Other students would like to act more independently.

8. How would you describe your ideal host family? _____

9. Is there any other information UVic Homestay should know about you? _____

PERSONAL INFORMATION

Family Name _____ First Name _____

PROGRAM SELECTION

Hosts are only available from the arrival date to the departure date of each program. Please check the program(s) for which you will require Homestay.

12-Week Intensive English Program (ELPI)	Arrival	Departure	Homestay Application Deadline
<input type="checkbox"/> January 5–April 1	January 3	April 3	December 1
<input type="checkbox"/> April 13–July 8	April 11	July 10	March 1
<input type="checkbox"/> September 14–December 9	September 12	December 11	July 1
<input type="checkbox"/> Holiday Hosting*	December 12	January 3	November 1
<input type="checkbox"/> January 4–March 30, 2016	January 2, 2016	April 1	December 1

* Only available for students registered in programs before and after Holiday Hosting

9-Week Summer Academic Intensive Program (ELAI)

<input type="checkbox"/> July 6–September 10	July 4	September 12	May 15
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Monthly Language and Culture Programs/Special Purposes Programs

<input type="checkbox"/> January	January 4	January 31	November 1
<input type="checkbox"/> February	February 1	February 28	January 1
<input type="checkbox"/> March	March 1	March 28	February 1
<input type="checkbox"/> April	April 6	May 16	March 1
<input type="checkbox"/> June	May 24	June 27	April 15
<input type="checkbox"/> September	August 30	September 26	July 1
<input type="checkbox"/> October	September 27	October 24	August 27
<input type="checkbox"/> November	October 25	November 21	September 25
<input type="checkbox"/> December	November 22	December 19	October 22
<input type="checkbox"/> Holiday Hosting*	December 20	January 3	November 1
<input type="checkbox"/> UAP and Canadian Studies	August 3	August 29	July 1

* Only available for students registered in programs before and after Holiday Hosting

Additional program notes _____

HOMESTAY AGREEMENT – by signing/typing my name below, I agree to the following terms and conditions:

- ✓ I will submit my Homestay application and non-refundable Homestay application fee by the deadline date as outlined above.
- ✓ I will be 18 years of age by the day I begin homestay.
- ✓ I understand that the Homestay Program places students with local families of diverse backgrounds, life experiences and world views.
- ✓ I understand that UVic Homestay will select a family based on the information I have provided on my Homestay application and that there is no guarantee that all of my personal preferences will be met.
- ✓ I have read and understand the UVic Homestay Student Guidelines (<https://www.uvcs.uvic.ca/elc/homestay/students/guidelines/>)
- ✓ I agree to adhere to and be bound by the UVic Homestay Student Guidelines (<https://www.uvcs.uvic.ca/elc/homestay/students/guidelines/>)
- ✓ The Homestay contract with the host family is for the duration of my program.
- ✓ I agree to pay the Homestay fees directly to my host on the first day of arrival in their home, unless otherwise specified.
- ✓ I have a financial obligation to my host family for the duration of my placement as per my contract with UVic Homestay.
- ✓ I agree to provide a signed and completed One Month Notice form should I decide to terminate the hosting relationship before the end of my contract.
- ✓ I will pay my host for one full month from the day the One Month Notice form is signed by my host and myself.
- ✓ I will have adequate medical insurance coverage for the duration of my stay in Victoria, Canada.
- ✓ I will have adequate insurance coverage for my belongings and personal liability for the duration of my stay in Victoria, Canada.
- ✓ I authorize UVic Homestay to release information in this application to my host family and educational institution or agent.

Signature of Applicant _____ Date: _____
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PLEASE NOTE: The Homestay Office cannot guarantee Homestay for applications received after the deadline dates as stated above. The University of Victoria reserves the right to require the total Homestay costs for the full academic term from any individual or group before they are accepted into UVic Homestay. The Homestay Program adheres to the University of Victoria's Policy on Human Rights, Equity and Fairness (GV0200).



Payment Information | English Language Centre 2015–2016

PERSONAL INFORMATION

Family Name: _____ First Name: _____

These non-refundable fees MUST accompany your application. Applications without fee payment information will not be processed.

- \$150 Application Fee
- \$350 Deposit per program (part of tuition fee, not an additional cost)
- \$250 Homestay Application fee (if you are applying for homestay)
- Optional \$65 courier fee (FedEx)

The balance owing (program cost minus \$350 deposit) must be paid in full at least five weeks before the program start date. If full payment is not received five weeks before the program start date, your registration may be cancelled. Students are not permitted to attend class until their fees are paid in full.

PAYMENT OPTIONS

I wish to pay:

- only the application fee(s), deposit(s) and courier fee (if applicable) now, for a total of \$ _____
- my full fees now, for a total of \$ _____

PAY BY:

- Credit Card**

If you indicate that you would like to pay by credit card on this form, you will receive an email message from the Registration staff with the subject line “(Last name, First name): Payment Authorization, UVic English Language Centre.” This message will direct you to a secure site for secure online payment authorization. Upon payment processing you will receive a receipt to confirm payment along with your Letter of Acceptance.

Email address for secure online authorization: _____

Would you like us to charge the balance owing five weeks before the program start date? Yes No

- Bank Wire**

Send to:

Royal Bank of Canada	Transit #08000
1079 Douglas Street	Institution #003
Victoria, BC V8W 2C5	Account #000-009-1
Canada	Swift ROYCCAT2

- Write student’s name on the bank wire. Specify the bank wire is for the “English Language Centre.”
- Applications WILL NOT be processed until we receive a copy of the bank wire by fax or email.

- Online Payment via Western Union “GlobalPay for Students”:**

If you indicate that you would like to pay by Western Union, you will receive an email message from the Registration staff with online payment instructions.

- International Money Order:** Canadian funds, payable to University of Victoria

- Cheque:** Canadian funds, payable to University of Victoria

- Other payment instructions:** _____

For information about refunds, transfers and change/cancellations, please read the PROGRAM POLICIES section on page 2.



University
of Victoria

Continuing
Studies

English Language Centre

Contact Us

English Language Centre

Division of Continuing Studies

University of Victoria

PO Box 1700 STN CSC

Victoria BC V8W 2Y2

Canada

Tel 1-250-721-8469

Fax 1-250-721-8774

Email elc@uvcs.uvic.ca

 [elc.staff](#)

www.uvcs.uvic.ca/elc/

ELC on Social Media

 [/EnglishLanguageCentre](#)

 [/Ven y Vive Victoria](#)

 [/EnglishLanguageCentreAtUVicJapan](#)

 [@ELC_UVic](#)

 [@Ven y Vive Victori](#)

 [@ELCatUVicJapan](#)

 [/uvicpathway](#)

